

CONFIDENTIAL  
Security Information

NOV 24 1953

MEMORANDUM FOR: Assistant Director for Operations  
THRU : Deputy Director (Intelligence)  
SUBJECT : Reduction of Excess Leave Balances

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1. CIA Notice [REDACTED] 'Reduction of Excess Leave Accumulations' was issued to create a general understanding among Agency employees and supervisors of the need to reduce leave accumulations consistent with the legislative intent. It is our feeling that the Comptroller's report on this problem (to be submitted during January 1954 pursuant to Notice [REDACTED] will fully warrant the development of an Agency-wide plan to accomplish the purposes set forth by Congress. In view of this, I believe that the issuance of separate procedures by individual offices might well produce some confusion. Also, employees who complied with such individual office plans might complain of inequitable treatment, if a subsequently adopted Agency plan provides for more liberal schedules for liquidating excess leave balances.

2. For the reasons mentioned above I suggest that the Office of Operations withhold issuance of proposed [REDACTED] on this subject.

15/  
L. K. WHITE  
Acting Deputy Director  
(Administration)

SA/DD/A:DcK:dh (23 Nov 1953)

Distribution:

- 1 - Deputy Director (Intelligence)
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